

## **Welcome to the City of Chula Vista!**

The City of Chula Vista is proud to host various special events throughout the year. It is our goal to enhance the vitality, quality of life and economic prosperity of Chula Vista through the support of special events within the city.

The following information has been developed to guide you through the Special Event Permit Process and to provide you with guidelines and requirements associated with special event management in the City of Chula Vista.

As you read through the Quick Guide and complete the Special Event Permit Application, please be aware that the Special Event Guidelines have been developed to address a wide span of event types and elements. **You need only read through and reference the information in the Special Event Guidelines that is relevant to your event. As you complete the Special Event Permit Application, understand that you only need to provide information to us about the elements of event planning that relate to your particular special event.**

On behalf of the City of Chula Vista, thank you for contributing to the spirit and vitality of our community through the presentation of your event.

# QUICK GUIDE

## SPECIAL EVENT PERMIT APPLICATION

You can obtain a Special Event Permit Application from the City's [website](#).

A Special Event Permit is required for any organized activity on public property to which the general public is invited, which results in, or requires:

1. Any modification to traffic flow patterns (e.g., street closures, lane closures, traffic stops, etc.) or parking regulations; and/or
2. Providing or selling alcohol to the public; and/or
3. Any combination of two or more of the following:
  - a. Sales or distribution of merchandise/food; and/or
  - b. Use of City utilities; and/or
  - c. Single tent or connected tents greater than seven hundred (700) square feet; and/or
  - d. Modification of facility/park hours of operation; and/or
  - e. Permit from Development Services Department and/or for generator(s) (greater than 10kw), staging, or other temporary structure(s).

Activities exempted from the Special Event Permit process include:

1. Events that include a Gazebo/Picnic Shelter/Area rental or are at a City facility secured with a Facility Use Permit.
2. Funeral processions by a licensed mortuary.
3. Activities conducted by a governmental agency, acting within the scope of its authority.
4. Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).
5. Events conducted by local elementary schools, middle schools, high schools or colleges that are conducted on their own grounds and property, and will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety. However, these events often require Temporary Special Parking Permits issued by Traffic Engineering. Contact Traffic Engineering at (619) 691-5026 for more details.
6. Any religious activities taking place on premises approved and/or regularly used for religious purposes.
7. Block parties, for which a block party permit has been issued.
8. Standard sporting leagues/tournaments held within a City park or recreation field, and where all necessary facility use permits and approvals have been requested and granted by the Department of Recreation, Public Works, and/or Police. However, these events often require Temporary Special Parking Permits issued by Traffic Engineering. Contact Traffic Engineering at (619) 691-5026 for more details.
9. Weddings, parties, or other celebrations or events where all necessary facilities use permits and approvals have been requested and granted by the Department of Recreation, Public Works, and/or Police.

10. Established assembly/entertainment facilities with long-term contracts with the City of Chula Vista.

## **APPLICATION DESIGNED TO ASSIST EVENT ORGANIZERS**

The Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the productions and management of special events.

As an event organizer, it is your responsibility to assess the venue, environment, anticipated attendees and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies and regulations associated with the proposed event and its related activities including but not limited to the provisions of the Chula Vista Municipal Code, Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

## **APPLICATION SUBMITTAL DEADLINE**

Permit applications should be submitted no later than forty five (45) days prior to the actual date of your event date.

## **APPLICATION MUST BE COMPLETE**

The application will not be processed if you have not provided the required information as set forth in the Special Event Planning Guide and Special Event Permit Application..

Applicants are responsible for obtaining all permits and authorizations required by other agencies with jurisdiction for any element of the event (e.g. Alcohol Beverage Control Permits)

## **PERMIT APPLICANT/ORGANIZATION**

The Permit Applicant/Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities.

### *Billing Information*

The Permit Applicant/Organization/Organization is legally responsible and financially liable to the City of Chula Vista for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The Permit Applicant/Organization/Organization maintains ultimate liability for payment of all fees and costs assessed by the City of Chula Vista.

## **EVENT SUMMARY**

Information you provide in this section of your permit application may be used for promotional purposes.

#### *Event Date/Time*

The time frame denoted on your final permit is based on the times indicated in this section. No set-up will be permitted before a permit is issued and dismantle must be completed by the time indicated on your permit. Your insurance must cover all time frames.

If your event takes place over multiple sequential calendar days and the event plans are similar in nature from day-to-day, one application may be submitted to include all of your event plans per calendar year.

The City of Chula Vista may also accept one permit application spanning a series of periodic dates for events that have identical event set-up and dismantle times, site plans, and service providers.

If your event plans vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival) that may be best managed as separate events, the city may require separate permit applications for the specific event types.

#### *Attendance*

Providing the estimated attendance or number of participants for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. Your estimated attendance should be based on the total number of people you anticipate will attend, participate in or watch your event.

#### *Admission*

This information will appear in the city's community calendar. You should include all admission information related to your event. Examples of information you should provide include:

- Free to the public
- Ticket price structure (e.g. list by age, activity, etc.)
- Discounts for children, seniors, early ticket purchase
- Entry/participant fee schedule
- Donation/pledge
- Parking/shuttle Fee
- Entry to age 21 and up only
- Private event/invitation only

#### *Venue*

If your event will take place on property other than, or in addition to, city streets and public right-of-ways, you are required to secure use of your desired venue prior to submitting your Special Event Permit Application.

To ensure you receive all the necessary approvals for use of the proposed venue area, it is important that you provide us with a description of the type of property within your proposed venue boundaries as well as an event map. An accurate representation of your entire proposed venue including event activity, production and shuttle areas must be included on the site plan or route map. Written authorization to use any property other than city streets or right-of-ways must be included with your permit application.

#### *City Streets and Public Right-of-Ways*

If your proposed venue is limited to city streets and public right-of-ways, submission of the Special Event Permit Application serves as reservation of this space. Typically, permit requests for the same venue, or venues that may affect one another are evaluated based on the date a completed permit application is received and traditional event dates.

#### *Other Public Agency Property*

If you plan to hold your event at Bayside Park, please contact the Port of San Diego at (619) 686-6200 for reservations and information. You must contact the Port of San Diego to secure approval for use of the venue site prior to submitting your Special Event Permit Application. The Port of San Diego's approval documents must be included as part of your Special Event Permit application.

#### *Private Property*

If you propose to use private property as a part of your event plans, including production areas and shuttle parking, you must provide authorization as part of your permit application from the property owner to use the property. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

### **APPLICATION FEE**

The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete, nor does it guarantee that any or all aspects of the application will be approved. Application fees are as follows:

- \$150 for non-road closure event
- \$300 for road closure event

### **OTHER COSTS AND FEES**

In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, program or division as well as fines that may be assessed by the city for the cost to repair and/or restore any public property damaged by the event.

### **RESERVING EVENT VENUE SPACE**

If your event will take place on property other than, or in addition to, city streets and public right-of-ways, you are required to secure use of your desired venue prior to

submitting your Special Event Permit Application. If you plan to hold your event at a city park you must contact the appropriate division or facility manager within the Parks or Recreation Departments to secure the use of the proposed venue. Your Special Event Permit Application is not complete without authorization from the Park or Recreation Departments to use the requested venue.

### **SPECIAL EVENTS CALENDAR**

The Office of Communications maintains the City of Chula Vista's community events calendar with details about community events scheduled to take place on public property. Information contained in your permit application may be used in developing the community [calendar](#).

Because the application submission time requirement is as few as forty five (45) days prior to an event, some special events may not be listed until the month in which they are scheduled to occur. The City of Chula Vista reserves the right to determine the events and content included in the community calendar.

### **BUSINESS LICENSE**

City of Chula Vista Municipal Code Section 5.22.010 states that every person conducting, managing, carrying on or operating a special event shall pay a [license tax](#) as presently designated.

### **EVENT CANCELLATION**

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Office of Communications in writing no less than 48 hours in advance of the set-up time for your event. Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the Permit Applicant/Organization will be assessed the cost of the services provided.

### **FINAL PERMIT**

The final permit issued by the City of Chula Vista is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of Chula Vista may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of Chula Vista or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit for surety bond.

### **COMMON GROUNDS FOR DENIAL OF APPLICATION**

- Application is submitted less than forty five (45) days prior to scheduled event start date

- Application is found to be incomplete or contain material falsehood or misrepresentation
- Inadequate insurance coverage
- Requested venue has already been reserved on the same date for another event/activity
- Requested venue cannot physically accommodate the proposed event, due to the number of anticipated attendees or size/nature of planned activities
- City staff cannot provide necessary services to ensure public safety or prepare/maintain venue
- Event organizer has violated the terms of previous event permits or damaged City property
- Event organizer has unpaid debts resulting from previous events (e.g. fees assessed for permits, city services, damages, etc.)
- Application is submitted without a trash, recycling, and a detailed litter abatement plan

*Appealing Denial of Application:*

- If the Office of Communications denies a special event application, an appeal may be submitted in writing to the City Manager.
- If the City Manager's office upholds the denial of application, a final appeal may be presented in person at the next City Council meeting, by filing a speaker request in advance with the City Clerk's Office.

*Timelines:*

- A Special Event Permit Application must be completed at least forty five (45) days before the start date of the event in question
- All insurance requirements must be filed and processed with City Risk Management seven (7) business days prior to the event in order to receive a final, approved special event permit
- Late and incomplete applications may not be processed

*Submission of Applications:*

Special Event Permit Applications must be submitted at least forty five (45) days prior to the scheduled start date of the event to:

City of Chula Vista - Office of Communications  
 276 Fourth Avenue  
 Chula Vista, CA 91910  
 Tel: 619-691-5296  
 Fax: 619-409-5448